



Division of Child Care and Early Learning

Licensed/Certified Provider Tip –
No Response Necessary
Tip # 3

3/04

How do I claim for child care subsidies when the child did not attend that month?

A child must attend your child care at least one day in the month for you to claim any payment for that month. If the child stopped care on the 28th of a month, you may not claim absent days for the following month. If a child registered to begin child care and did not attend, you may not claim for absent days. Look at the example below. Seth was authorized for care from October 2003 through March 2004. Seth's last day was January 28th. For the month of February, the provider claims - 0 -.

Sample February Invoice

1. Service Recipient Winter, Seth		Service Period 02/01/04 to 02/29/04		Amount Authorized		Authorized Rate \$19.32	Service Unit DA	Total Unit 22	School Holiday Care
Service Name Full day Lic CC, Center				Reference 001-01-0001			DA	-0-	
Case Number 0000000000	Authorization 4466065-01	Worker I.D. 01xx01	Reporting Unit 999	Service Code 02950					

How do I claim for child care subsidies when I closed for a day other than an “official state holiday?”

Any day that your child care facility is not open for care is considered a closure day. You may not bill DSHS for closure days, except an official state holiday. You must subtract the number of closure days from the total number of days you claim on the invoice. Look at the example below. Seth's provider closed for President's day (2/16) and the Friday before (2/13). Since Feb. 13th is not an official state holiday, the provider must subtract that day from the total days claimed. Seth was not absent any days during February therefore, the provider bills 21 units.

Sample February Invoice

1. Service Recipient Winter, Seth		Service Period 02/01/03 to 02/29/03		Amount Authorized		Authorized Rate \$19.32	Service Unit DA	Total Unit 22	School Holiday Care
Service Name Full day Lic CC, Center				Reference 001-01-0001			DA	-21-	
Case Number 0000000000	Authorization 4466065-01	Worker I.D. 01xx01	Reporting Unit 999	Service Code 02950					

Additional information may be found in the publication "Child Care Subsidies, A Booklet for Licensed and Certified Child Care Providers." To obtain this publication contact your licensor or see the following internet site:

<http://www.dshs.wa.gov/esa/dcccl/providers.shtml>

Additional Licensed/Certified Provider tips may also be found at the above site under "Providers – Important Mailings."
